

# EDUCATION ASSISTANCE PROGRAM

## SURVEY

Company  
Name: Brookhaven National Laboratory

Contact  
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Does your company offer an Education Assistance Program? No      Yes X

**If your answer is "Yes," please answer the following questions:**

1. Who is eligible to participate in your Education Assistance Program? (Check all appropriate boxes, and fill in the parentheses if applicable.)

<input checked="" type="checkbox"/>	Regular full-time employees	<input type="checkbox"/>	Temporary part-time employees
<input checked="" type="checkbox"/>	Regular part-time employees	<input type="checkbox"/>	Employee must have completed ( 0 ) months of active employment prior to starting the program
<input type="checkbox"/>	Temporary full-time employees	<input type="checkbox"/>	Employee agrees to complete ( 0 ) months of active service following completion of the program
<input type="checkbox"/>		<input type="checkbox"/>	

Please list other personnel eligibility requirements (if applicable)

**Must be an employee at start of, during and at conclusion of course, and must receive a "C" or better. Course must be related to the business of the Laboratory.**

2. Is your program a "reimbursement" or "prepayment"?  
X Reimbursement X Prepayment (If you checked Prepayment, please explain the process you use.)

**We offer the option of advance payment or reimbursement. For advance payment the employee agrees and signs a form stating that if they don't meet the requirements stated in #1 above, they will pay back the laboratory within 6 months. The Laboratory takes payments directly from their paycheck.**

3. Do you have class grade requirements? (For example, a minimum of a "C" for undergraduate course?)      No X Yes (If yes, please specify.)

**A "C" or better or a letter from the instructor stating the "pass" is the equivalent of a "C" or better.**

4. For employees pursuing a Masters degree, do you reimburse for masters' thesis/project credits while the thesis/project is in work (and all other coursework has been completed)? Or do you wait to reimburse until the thesis/project is successfully completed?  
X Reimburse while in work      Wait until successfully completed

5. Do you have limits on the dollar amount to be paid/reimbursed (i.e., \$5000/year)?  
     No X Yes (If yes, please specify.)

**\$4,000 per semester**

What education expenses are eligible under your program for payment/reimbursement? (*check all that apply*)

<input type="checkbox"/> Application Fee	<input checked="" type="checkbox"/> CLEP Fee	<input checked="" type="checkbox"/> Technology Fee
<input checked="" type="checkbox"/> Assessment Fee	<input type="checkbox"/> Graduation Fee	<input checked="" type="checkbox"/> Tuition
<input type="checkbox"/> Books	<input type="checkbox"/> Lab Fee	<input type="checkbox"/> Other(s) _____
<input type="checkbox"/> Campus Parking	<input type="checkbox"/> Late Fee	_____
<input type="checkbox"/> Childcare	<input type="checkbox"/> Required Supplies	_____

6. Do you have criteria for approving courses of study (i.e., business/job relevance)?  
☐ No ☒ Yes (*If yes, please explain.*)

**Must be related to the business of the Laboratory and must be signed off by supervisor and Tuition Assistance office.**

7. Do you have criteria for selecting colleges/universities (i.e., accreditation, location)?  
☐ No ☒ Yes (*If yes, please explain.*)

**Must be accredited by a Department of Education recognized accrediting agency.**

8. Do you allow distance learning or correspondence?  
☐ No ☒ Yes (*If yes, please explain your criteria.*)

**Must meet same accrediting criteria**

9. Do you allow employees to use company time to attend classes?  
☐ No ☒ Yes (*If yes, please explain.*)

**If employees attend during normal work hours then they are on an approved flex-time work schedule.**

10. Do you allow employees to use company equipment (i.e., computers, printers) for completing their course work?  
☐ No ☒ Yes (*If yes, please explain.*)

**Yes, at lunch and after hours**

11. Do you use an automated system for the employee to request reimbursement?  
☐ No ☒ Yes (*If Yes, please answer the next few questions.*)

**Partially**

12. Does the automated system include electronic signature? ☒ No ☐ Yes

**We are working on it. We are also working on linking our Peoplesoft modules to allow us to electronically draw up checks.**

13. If you use an automated system, is it home-grown or a commercial product (COTS)? (Please circle one.) If a COTS, what product is it?

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14. Is there anything else that you would like to tell us about your Education Assistance Program?

**No, but I would like to tell you that the survey itself was not very user friendly. Perhaps I didn't know how to use it properly.**

Thank you for participating in our survey! We appreciate you taking the time to answer these questions. We will be summarizing the data gathered and post the results to the FMSIC web site.